

CSU-DOMINGUEZ HILLS

HUMAN RESOURCES DEPARTMENT HANDBOOK

OPERATING PROCEDURE

IN-RANGE PROGRESSION REQUESTS FOR UNIT 6

- I. **Purpose:** To create an efficient procedure for the processing of in-range progression requests for employees in the above bargaining unit.

- II. **Definition:** An *In-range progression* is a permanent increase to a base salary within a salary range for a single classification or within a skill level sub-range for a classification with skill levels. The in-range progression can be used to address the following issues:
 - Recognition of a permanent and substantive increase in duties and responsibilities that still fall within the same classification or skill level.

 - Salary adjustments to address internal comparability within CSUDH. Internal equity is based on comparing job responsibilities and requirements to other positions within CSUDH, but also takes into consideration relative performance, capabilities and experience within a given classification or skill level.

 - Salary adjustments to address external comparability issues in relation to the market. External equity is assessed through an analysis of salary survey data and issues related to recruitment and retention. Such reviews compare employees holding similar positions within the CSU and in some instances, in other similar institutions of higher education (colleges and universities outside the CSU).

- III. **PROCEDURES:**
 - All such requests can only be initiated by the affected employee's department director.
 - There must be verification that department budget funds are available for such a salary increase.
 - An employee must have documented satisfactory performance to be considered for an in-range progression.
 - Generally, an employee is only eligible for one such salary increase in a fiscal year. Such increases must be at least twelve months apart; however, this provision may be waived under unusual circumstances as determined by the President.

- If approved, the effective date for an in-range progression will be the first of the month or pay period, following its initial receipt in Human Resources Management.
- All recommendations for in-range progressions must be reviewed with Human Resources to ensure campus-wide consistency and that this approach is the best course of action to address the specific situation.
- *In all instances, the new salary cannot exceed the maximum for the range.*
- A current position description is required for equity adjustments and a revised position description is required for other adjustments.

IV. SALARY RANGES FOR APPROVED IN-RANGE PROGRESSIONS

- **Salary increases 1% - 5%**

Increases in this range require the review and approval of Human Resources after the manager provides a written statement related to the need for an increase at this level based on the employee's qualifications or specific internal or other relevant factors.. The Human Resources Department will send a memo to payroll to implement the increase.

- **Salary increases 6% - 9%**

Increases in this range require the review and approval of Human Resources after the manager provides a written statement related to the need for an increase at this level based on the employee's qualifications or specific internal or external comparability factors. The affected vice president must provide his/her written recommendation in advance of the request being submitted to Human Resources. If the adjustment is approved, The Human Resources Department will send a memo to payroll to implement the increase.

- **Salary increases in excess of 9 percent.**

Under unusual circumstances, a manager may recommend a salary increase in excess of 9 percent. In such a case, the manager must provide a detailed rationale to the Human Resources Department related to the exceptional nature of the situation. The rationale must outline the organizational necessity, relevant internal comparisons, relevant external comparisons and market data, and a verification of the exceptional skills and abilities of the candidate. Human Resources will review the request and provide data to the affected vice president. If the recommending vice president and the Human Resources staff agree on the size of the adjustment, the Human Resources Department will send a memo to payroll to implement the increase. If they do not agree, the percentage pay increase will be determined by the President. Once the President makes a decision, the Human Resources Department will send a memo to payroll to implement the increase.

Procedure created: March 1, 2005

Procedure amended:

Authority: President and Director of Human Resources and the Unit 6 collective bargaining agreement.